

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
October 5, 2009**

PRESENT: TOM CLOW, CHAIRMAN; RICHARD W. BUTT, VICE CHAIRMAN; DONNA OSBORNE, SELECTMAN; JAMES DONISON, SELECTMAN; KEITH R. LACASSE, SELECTMAN

TOWN ADMINISTRATOR: Naomi Bolton

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Carl Knapp, Chief Begin, Jim Carney, Wendy Stevens, Frank Campana, Heleen Kurk, Jan Snyder

7:00 p.m. Chairman Clow called the meeting to order.

Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 7:02 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @ 7:42 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved, Selectman Osborne seconded to seal and restrict the minutes of the non public session. Passed 5-0-0

PUBLIC COMMENT – Mrs. Heleen Kurk mentioned that she saw on the town website they are advertising for a full time Land Use Coordinator. Mrs. Kurk said this position used to be part time and became full time during the building boom. She wonders why they would be looking to hire a full time Land Use Coordinator in this economy and with the lack of building. Selectman Donison said times are very slow and it is something they need to discuss.

DEPARTMENT HEAD – Chief Begin informed the Board that the overtime issue has been resolved as of this week. He has not received his budget numbers yet. Chairman Clow said he noticed a lot of the hours being detail hours.

Selectman Osborne mentioned an incident last week on River Road involving a truck and all 4 officers not paying attention to what was happening. Chief Begin said to contact him if anyone notices this happening. Chief Begin said he has two vacancies until December 4th. Selectman Donison asked if the officers have to stay in employment with the town after the town paying for them to be trained. Chief Begin said they do not have a written agreement. Selectman Donison asked what is happening with Asplundh that is so demanding. Chief Begin said they have been contracted to do tree work for 96 miles; they average 6-7 miles per week. Vice Chairman Butt commented that the majority of the time when he goes by a detail the officer is supporting the traffic control. Vice Chairman Butt commented on the Police Department budget being in the black and commented on safety being the top concern of the Police Department and not the budget. Chief Begin commented on continuing with a default budget and trying to provide the service that people want. Chief Begin said they are being cautious of the bottom line.

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Chief Begin asked what to do with the budget. Mrs. Naomi Bolton said he needs to review his budget with her. Chief Begin said if he was to put together a budget for what he needs it would be 20% higher than the current budget. Mrs. Bolton said the first round of the budget should tell what you need; they will go over the large differences and discuss them. Chairman Clow said the budget has to be within the credibility of what is needed. Chief Begin said his budget would be realistic. Chief Begin asked how many part time officers he is allotted; they currently have four. Chairman Clow said the need should be based on hours needed. Chief Begin said the part timers will relieve the overtime once he gets to the point that he has enough part time officers. Chairman Clow said they will have to research what was approved and when. Chairman Clow said the guideline would be four officers at 20 hours each.

Mr. Carl Knapp said a lot of their summer work has been completed, they are waiting for Thorndike Road to be paved, the guardrails will be coming and they had 8 loads of salt delivered. Mr. Knapp said fuel has stayed down and he has based his budget at a lower price per gallon than this year. He is hoping to purchase all their cutting edges directly from the manufacturers to cut costs. Chairman Clow said there is 25% left in the budget, which is on target. It was discussed the fact that fuel was lower this year helped his budget. Mr. Knapp said all the salt money is spent, which is the big number in the budget. They are being cautious, but tires will be 110% spent. Mr. Knapp said he did a thorough inventory of what tires they will need next year; he may be purchasing them more towards the beginning of the year and not throughout the year. Vice Chairman Butt mentioned voters disapproving of the fund last year and asked Mr. Knapp what he is planning on this year. Mr. Knapp said between last year and the current year they reduced the CIP by \$90,000. Next year he is looking for a pick up. Selectman Donison asked if the paving of Thorndike Road was running late. Mr. Knapp said it would be paved the week after next. Vice Chairman Butt asked about glass crushing. Mr. Knapp said they pay \$10.00 per ton to have it crushed and use it for aggregate.

Mr. Knapp said the cost per ton on trash is going up significantly, which is a contractual obligation. Mr. Knapp said doing a better job at recycling would help to bring the cost down because they do receive revenue on recycling. Selectman Lacasse asked what is driving the cost increase in getting rid of the trash. Mr. Knapp said everyone that belongs to the co-op has been able to get rid of their waste at a reasonable cost, which has saved them a lot of money, but the cost to take care of the equipment increases. Mr. Knapp said they just started recycling paper at Weare Middle School. Vice Chairman Butt mentioned the increase in recycling would decrease the operating budget. Mr. Knapp said yes, more recycling and less trash would decrease the budget.

APPOINTMENT TO AGRICULTURAL COMMISSION – Chairman Clow asked Ms. Wendy Stevens why she is interested in being appointed to the Agricultural Commission. Ms. Stevens said she is the Chairman of the Weare Farmer's Market and none of the food producers were from Weare, which prompted her to join the Agricultural Commission. Ms. Stevens would like to help obtain federal grants for the town to help citizens become farmers. Vice Chairman Butt asked Ms. Stevens to speak to the Economical Development Committee at some point.

Selectman Donison moved, Selectman Osborne seconded to appoint Wendy Stevens as a regular member of the Agricultural Commission for a three year term. Passed 5-0-0

MANIFESTS

Chairman Clow moved, Selectman Osborne seconded, to authorize the Board of Selectmen to sign Manifest and order the Deputy Treasurer to sign checks dated October 8, 2009. Passed 5-0-0

Accounts payable	\$344,467.48	
Gross Payrolls	\$51,345.41	(Includes Special Detail, Taxes, Credit Union, Hwy Ins. Buyout)
	<u>\$5,168.51</u>	(Monthly Fire Department Payroll)
Total	\$400,981.40	

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MEETING MINUTES

Vice Chairman Butt moved, Selectmen Lacasse seconded to approve the minutes of September 21, 2009 as amended. Passed 4-0-1 Selectman Osborne abstained.

ADOPTION OF INVESTMENT POLICY – Ms. Jan Snyder said Enterprise Funds are generally like a sewer fund, which is a fund that takes care of itself. Ms. Snyder told the Board she is responsible for all funds other than funds held by the Trustees. Chairman Clow said if the policy is something they are legally bound to approve annually, it could be changed. The Board discussed the policy and decided which funds should be included and which should not. It was mentioned that the Special Revenue Ambulance Fund, Conservation Fund, Fire Department Vehicle Replacement Fund, Howard Ineson Memorial Fund and the Bolton Field Development Fund are funds Ms. Snyder is responsible for. Mrs. Bolton said the Bolton Field Development Fund should be closed and any balance moved into the General Fund. Vice Chairman Butt said when he looked at the RSA for the Special Revenue Fund he did not see anything that said the Treasurer is responsible. Ms. Snyder said the Treasurer is responsible for all funds that come into the town. Vice Chairman Butt said the BOS are the agents to expend from the Special Revenue Fund. To expend from a Special Revenue Fund has to be approved by the voters. Vice Chairman Butt questioned the investment insurer and discussed funds being taken out of a fund and placed into a CD. Chairman Clow said whatever investments are made it takes a year to come to maturity. Ms. Snyder said the Fire Department profited over \$8,000 in one year by placing their fund into a CD; can't be done with a Revolving Fund. Ms. Snyder said the Fire Department funds went back into a one year CD at 1.5%. Mrs. Bolton clarified that there is \$95,000 in the Conservation Fund. Vice Chairman Butt asked how often they should review the banking relationship. Ms. Snyder said yearly. The Board will review the final policy and sign the policy on October 19th.

ADMINISTRATIVE REPORT

SKATEBOARD PARK LICENSE – Chairman Clow asked if the repairs had been made over the weekend to the skateboard park. It was discussed the work had not been completed. Chairman Clow asked if they should hold the agreement until someone at Primex reviews it. Mrs. Bolton said the only change to the agreement was the change in location of the skateboard park.

Vice Chairman Butt moved, Selectman Lacasse seconded to approve the Chairman sign the skateboard park license. Passed 5-0-0

SNHPC – METRO PLAN PROCLAMATION – Mrs. Bolton said she gave members of the Board a draft of the SNHPC Metro Plan Proclamation to review and asked the Board to sign the Proclamation.

Vice Chairman Butt asked what the Metro Plan was. Selectman Lacasse said the Metro Plan is a partnership with SNHPC. Mrs. Bolton said New Boston, Deering and Weare are the only towns that have yet to submit their signed proclamations. This is an offer of support with no financial obligation. It was discussed that two representatives were already appointed to represent the town.

Chairman Clow moved, Selectman Donison seconded to support the proclamation that supports the Metrocenter Project of NH. Passed 4-1-0. Selectman Lacasse voted no.

Selectman Lacasse said that most of the goals of the proclamation are good, but he does not want to sign the proclamation because he takes objection to the section to actively target stimulus money.

Mrs. Bolton said there are prisoners working in town this week. The front of the Town Office Building will be getting painted and she would like to change the color of the front door a dark green. The Board agreed.

Mrs. Bolton would like to update all personnel files and create a new form. The Board agreed.

Mrs. Bolton is putting together the personnel policy and will be giving it to Chairman Clow for review. Chairman Clow said before they adopt the final policy he would like to review them side by side to ensure something wasn't left out of the policy.

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Chairman Clow asked Mrs. Bolton if she spoke with Mr. Knapp concerning the lines on East Road. Mrs. Bolton said she did and Mr. Knapp will be speaking with the painting company.

CORRESPONDENCE – Chairman Clow said they need to respond to the letter they received from the New Boston Fire Department regarding mutual aid. Vice Chairman Butt thinks it is a Board of Fire Wards and Fire Chief issue. Vice Chairman Butt thinks the Board of Fire Wards should consider the Ambulance Revenue Fund as a source to fund EMT's; he does not think they are being very creative. Vice Chairman Butt does not think an article requesting EMT's will be approved this year and said the Special Revenue Fund generates approximately \$100,000 annually to use towards that purpose. Vice Chairman Butt would like to meet with the Board of Fire Wards. Vice Chairman Butt is concerned with our Fire Chief not being involved in the meetings of surrounding towns Fire Chiefs. Selectman Donison said those towns are concerned with their EMT's coming to Weare for mutual aid and not being able to respond to citizens of their own towns. Chairman Clow said this is a very real issue and they need to find a solution without raising taxes. Vice Chairman Butt said they need to look at other funding options. Vice Chairman Butt said one thing they could do is take money from the Special Revenue Fund to fund per diem EMT's; two per diem EMT's would cost approximately \$50,000. The down side is that there won't be enough money in the fund to fund a new ambulance but they will have emergency personnel available to respond to the town. Chairman Clow said they had a suggestion that the Board of Fire Wards meetings be televised so that the discussions, such as this, will be available to the public. Vice Chairman Butt also suggests other media services. Vice Chairman Butt also feels they need to look at the numbers and other means to provide EMT service. Chairman Clow asked Vice Chairman Butt if he would like a letter to go to the Board of Fire Wards requesting a meeting. It was discussed that the letter going back to New Boston will state that they share the same concerns and will be sharing the information with the Board of Fire Wards and they are proceeding towards budget. Chairman Clow said as they get into budgeting and Special Warrant Articles, they have to take the priorities and decide where they are going to put the majority of their support. Vice Chairman Butt feels the biggest issue they have is the EMT service.

OTHER BUSINESS – Mrs. Bolton said she received a phone call from a property owner who resides next to Clinton Grove. The property owner would like to remove some choke cherry trees on his property and there are some that are right on the property line and would like to have the professional logger remove the trees. Mrs. Bolton will confirm with Sherry Burdick before the trees are removed. Selectman Osborne would like to make sure the town is not held liable if something were to happen when the trees are removed.

Mrs. Bolton received a letter from a resident requesting that the dirt section of John Connor Road from Rt. 114 to Reservoir Drive be posted to no through traffic and have it enforced. Selectman Donison said they could petition it to be a one way. It was discussed the Board does not think they can post it to no through traffic and if so, how would they enforce it.

Mrs. Bolton discussed that the Board had taken a 2.64 acre parcel of land for taxes a couple of years ago. There is an abutter requesting to cut trees that hang over their property or to purchase a ½ acre of that parcel. The Board discussed they could give permission to the abutter to cut the trees down. Mrs. Bolton said she believes the homeowner would also like to add a garage and that is why they are requesting to purchase the piece of the parcel. The Board discussed they could not subdivide because it would be a nonconforming lot. Vice Chairman Butt said they should do whatever they can to satisfy the request. Mrs. Bolton will contact the resident.

Mrs. Bolton informed the Board that Mr. Chip Meany looked at the gazebo and reported it is tilting. Mrs. Bolton received a letter from Tony Sawyer stating that the inmates could rebuild or repair the gazebo. It was discussed that someone would have to come up with a plan and Mr. Meany would have to oversee the project. It was discussed that the Trustees approved using money to create plans for repair purposes. Vice Chairman Butt will speak with the Trustees.

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Selectman Osborne asked the Board about having a Benefit Review Committee again. Chairman Clow said it is not that they won't, but the Board took over the personnel policy. Vice Chairman Butt would rather the Benefit Review Committee be resurrected to review salary structure. Chairman Clow said the guidelines of the Benefit Review Committee are very strict and they would have to form a new committee to review salary structure.

Chairman Clow announced that Gerry Little came forward to serve the remainder of the year as Town Moderator.

The Deliberative Session will be held on January 30, 2010.

Vice Chairman Butt moved, Selectman Lacasse seconded to enter into non public session @ 10:26 p.m. pursuant to the authority granted in RSA 91-A:3II (a&b). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved, Selectman Donison seconded to come out of non public session @ 11:04 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved, Selectman Lacasse seconded to seal and restrict. A roll call vote was taken. Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary